



MINUTES

Special Board Meeting - Zoom

5:30 PM - Wednesday, February 7, 2024 - Video-Teleconference

The Frankfort Plant Board met on Wednesday, February 7, 2024 at 5:30 PM.

ATTENDANCE:

Stephen Mason, Board Secretary/Treasurer
John Cubine, Board Chair
John Snyder, Board Vice Chair
Kathryn Dutton-Mitchell, Board Member
Jason Delambre, Board Member
David Denton, Chief Financial Officer
Travis McCullar, Director of Electric
Gary Zheng, General Manager
Hance Price, Staff Attorney
Kathy Poe, Executive Assistant to GM
David Columbia, Community Television Coordinator

1 ACTION ITEMS:

- 1.1 Mr. Delambre explained that his firm is engaged in grant procurement and administration and so he is very familiar with both the USDA program and the vendors involved with the contracts up for consideration. They are capable and competent vendors that will perform well for FPB he believes. Mr. Delambre also confirmed that neither he nor his firm have any financial interest in any of the various service providers or the professional service contracts up for consideration at this meeting. He will receive no financial benefit from any of the contracts or the grant (if awarded) and receives nothing over and above the normal salary for any other FPB Board member. Mr. Cubine referenced discussions between Mr. Delambre and the staff attorney to this effect contained in Mr. Delambre's 2/7/24 email to the staff attorney explaining the foregoing (attached).
- 1.2 **Consider Issuance of RFP 2024-1 for expansion of solar facilities at FPB Admin property.**

Staff has drafted RFP 2024-1 for the Board's consideration to issue to potential bidders for expansion of the community solar facility. The request is seeking proposals to complete phases 2-4 of the existing solar array and adding additional arrays to bring the total solar capacity over 1MW. Final contract will

be contingent upon vendor's per kW pricing, necessary site improvements and available grant funding.

Kathryn Dutton-Mitchell moved to approve issuance of RFP 2024-1 for expansion of solar facilities at FPB Admin Property. Stephen Mason seconded the motion. CARRIED. 5 to 0.

- 1.3 Consider Award of an Environmental Assessment (EA) of the Admin Property to Shield Environmental Associates, Inc. in the amount of \$5,000.

Under the proposed agreement, Shield will provide an assessment of the environmental impacts of solar expansion at the Flynn Avenue property. The EA will support FPB's efforts to secure grant funding from the USDA.

John Snyder moved to Award Environmental Assessment of the Admin Property to Shield Environmental Associates, Inc. in the amount of \$5,000. Kathryn Dutton-Mitchell seconded the motion. CARRIED. 5 to 0.

- 1.4 Consider Award of a Grant Writing Contract.

Grant writer to provide assistance with completing the USDA REAP application.

Stephen Mason moved to award Grant Writing Contract for completion of the USDA REAP grant application to Earth Tools. Kathryn Dutton-Mitchell seconded the motion. CARRIED. 5 to 0.

- 1.5 Review and Consider Approval of REAP Feasibility Review from Moore Ventures, LLC.

John Snyder moved to approve REAP Feasibility Review to Moore Ventures, LLC. Kathryn Dutton-Mitchell seconded the motion. CARRIED. 5 to 0.


- 1.6 Consider Archaeological Study of Admin Property to Support REAP Grant.

John Snyder moved to Authorize Archaeological Study of Admin Property to Support REAP Grant if deemed necessary. Stephen Mason seconded the motion. CARRIED. 5 to 0.

2 ACTION ITEM: ADJOURNMENT

- 2.1 To Adjourn.


Board Chair


Board Secretary/Treasurer

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February 7, 2024

Price, Hance

From: Delambre, Jason
Sent: Wednesday, February 7, 2024 5:18 PM
To: Price, Hance; Cubine, John; Dutton-Mitchell, Kathryn; Mason, Stephen; Snyder, John
Cc: Zheng, Gary; Denton, David; Poe, Kathy
Subject: Re: ETHICS

Thanks!

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From: Price, Hance <hprice@fewpb.com>
Sent: Wednesday, February 7, 2024 5:15:15 PM
To: Cubine, John <John.Cubine@fewpb.com>; Delambre, Jason <jason.delambre@fewpb.com>; Dutton-Mitchell, Kathryn <kathryn.dutton-mitchell@fewpb.com>; Mason, Stephen <Stephen.Mason@fewpb.com>; Snyder, John <john.snyder@fewpb.com>
Cc: Zheng, Gary <gzheng@fewpb.com>; Denton, David <ddenton@fewpb.com>; Poe, Kathy <kpoe@fewpb.com>
Subject: FW: ETHICS

From: Delambre, Jason <jason.delambre@fewpb.com>
Sent: Wednesday, February 7, 2024 12:12 PM
To: Price, Hance <hprice@fewpb.com>; John Cubine <cubinejohn@gmail.com>; Zheng, Gary <gzheng@fewpb.com>
Cc: Poe, Kathy <kpoe@fewpb.com>
Subject: Re: ETHICS

Hi Hance,

How is this?

I am writing to inform you that I understand this grant program so well and is opportunities for FPB, because I am in fact a grant writer who has written roughly 400 grants for this program and somewhere around \$14 million in awards to date or submitted. I have been awarded a few projects very similar to the FPB proposal and understand the process for successfully assembling the package.

I have had projects with the proposed vendors in the past, but have no financial benefits or incentives tied to this specific project. This grant program is very obscure and complex and in my opinion these are the only vendors in the state that I know of who can pull off the grant packing and site verification that will be required for a successful submission.

As a board member I will serve only in a capacity the process and review the application and give feedback before submitted to the USDA

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From: Price, Hance <hprice@fewpb.com>
Sent: Wednesday, February 7, 2024 12:05:25 PM
To: Delambre, Jason <jason.delambre@fewpb.com>; John Cubine <cubinejohn@gmail.com>; Zheng, Gary <gzheng@fewpb.com>
Cc: Poe, Kathy <kpoe@fewpb.com>
Subject: RE: ETHICS

Hi Jason,

When you have a moment, could you send your statement of no financial interest and explanation of why we will retain these vendors?

It will be important in justifying the Board's decisions at tonight's meeting.

While I'd be glad to put something together for you, I don't know enough about the vendors to write anything up.

Thanks again,

Hance

From: Delambre, Jason <jason.delambre@fewpb.com>
Sent: Tuesday, February 6, 2024 11:41 AM
To: John Cubine <cubinejohn@gmail.com>; Zheng, Gary <gzheng@fewpb.com>; Price, Hance <hprice@fewpb.com>
Subject: Re: ETHICS

Will do

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From: John Cubine <cubinejohn@gmail.com>
Sent: Tuesday, February 6, 2024 11:25:08 AM
To: Delambre, Jason <jason.delambre@fewpb.com>; Zheng, Gary <gzheng@fewpb.com>; Price, Hance <hprice@fewpb.com>
Subject: ETHICS

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HANCE AND I JUST TALKED PLEASE SEND HIM A WRITTEN STATEMENT PRIOR TO MEETING REGARDING THE 3 FIRMS DOING WORK

IT SHOULD INCLUDE THAT YOU HAVE KNOWLEDGE OF THE QUALITY OF THEIR WORK AND EXPERTISE BUT HAVE NO FINANCIAL INTEREST IN THIS GRANT AND WILL NOT BENEFIT FROM THESE CONTRACTS

THAT WAY FILE IS COMPLETE PRIOR TO BD ACTION